

POLICY DEVELOPMENT LIFECYCLE CHECKLIST

Swim Lane: Originating Unit

Name of Policy/Proposed Policy _____

Date Checklist Started _____

AFTER *POLICY MANAGEMENT STEERING COMMITTEE* CONFIRMS STAKEHOLDER INQUIRY / REQUEST **OR** DETERMINES A NEED FOR COLLEGE-WIDE POLICY REVISION / CREATION / WITHDRAWAL:

If a policy exists:

- Research justification for existing policy

If the policy does not need revisions:

- Send to the *RCE* (Responsible Cabinet Executive) for final determination

If the *RCE* decides no policy change is needed:

- Advise *RCE* Assistant to add latest review date to policy header and footer (history section)

If the policy needs to be revised:

- Move to next section
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If a policy does not exist **OR** needs to be revised:

- Record justification for new (revised) policy via email to the *RCE*
 - Obtain sponsorship from the *RCE*
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If the *RCE* decides there is a need for a new policy or revision to existing policy:

- Identify and Document Stakeholders
 - Gather input from stakeholders, including President's Cabinet Executives
 - Draft Policy Proposal using Machform: Policy Proposal / Revision Template
 - Submit Policy Proposal using MachForm Policy Proposal / Revision Template
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If the *RCE* decides a policy withdrawal is necessary (either through 3- Year Review process **OR** upon request):

- RCE* approves submission of College Administrative Policy Withdrawal Request Justification Form
 - Stakeholder* (or *RCE*) submits College Administrative Policy Withdrawal Request Justification Form to *Policy Management Steering Committee*
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AFTER *POLICY MANAGEMENT STEERING COMMITTEE* REVIEWS POLICY > *VP OF ADMIN & FINANCE* CONSULTS SUNY LEGAL COUNSEL (IF NEEDED) > *CABINET* SIGNS OFF ON PROPOSAL > *POLICY STEERING COMMITTEE* ADVISES ORIGINATING UNIT TO DRAFT POLICY

- Convene Policy Writing Group
- In CMS, draft policy and related sections (Procedures; Guidelines; Forms; Training; Implementation Plan)

DURING 30-DAY REVIEW:

- Assemble interested parties to review draft
- Research and Respond to comments

AFTER *POLICY STEERING COMMITTEE* MEETING POSTS DRAFT FOR VETTING, COMMUNICATION AND OUTREACH > REVIEWS DRAFT > *STAKEHOLDERS* REVIEWS DRAFT AND PROVIDES COMMENTS

- Update Draft and related sections

AFTER *THE PRESIDENT* HAS SIGNED THE FINAL DRAFT > *POLICY MANAGEMENT STEERING COMMITTEE* HAS COMMUNICATED PRESIDENT'S CABINET DECISION WITH KEY GROUPS:

- Implement plan to educate and train specific groups and affected College community(ies).
- Respond to any questions.
- Review user feedback and unintended consequences of recent policy actions
- Review and evaluate feedback
- Update history and date details when policy was reviewed
- Update policy in CMS
- Publish policy